

GUIDELINES FOR FRESHMEN DENTAL CHART VALIDATION

UPCD, AY 2023-2024

I. Accomplishing the Dental Chart/Form

- A. Please download and print the official *DENTAL EXAM FORM FOR UP MANILA STUDENTS*.
- B. Only the official UPCD form will be honored and validated. Dental charts of private dental clinics will not be accepted.
- C. You may have the form accomplished by any licensed dentist.

II. Submission at UPCD

- A. Submit the dental chart in a ***small brown envelope***.
- B. Indicate the following information at the upper left hand corner of the envelope:
 - a. Name
 - b. Student Number
 - c. Home College
 - d. "DENTAL CHART FOR VALIDATION"
- C. Place the envelope in the drop box located at UPCD lobby, near the security guard's table.

III. Claiming of Validated Charts

- A. Validated dental charts may be claimed at least 2 weeks from the date of submission.
- B. When claiming, please inform the security guard of your information, so that he/she/they can contact the Oral Diagnosis section staff.